

**SFQG Board Meeting Minutes – September 25, 2018**  
**Location: 1449 38<sup>th</sup> Avenue, San Francisco, CA 94122**

**Present:** Alex Byrne, Anna Chan, Cher delaMere, Adrienne Hickman, Cathey Kennedy, Maren Larsen, Gloria Miller, Cathy Miranker, Claudia Shearer, Barbara Strick, Pat Wong

Meeting start time: 7:18PM

Alex welcomed every one and especially the new board member's.

**MSP: August 2018 Minutes were approved**

1. Treasurer's Report - Gloria Miller

**MSP: that Maren Larson, President and Barbara Strick, Vice President be added as signers to our Wells Fargo Bank, Main checking account ending in 8771 and Special Projects checking account ending in 4998.**

2. Vice-President's Report – No report from outgoing VP.

Barb Strick, incoming VP's first order of business is to organize the November auction and the December make and take.

3. Parliamentarian's Report - Claudia Shearer steps down and has passed on the mantel to Pat Wong.

The board gives a big thank you to Claudia for her diligent service and oversight.

4. Programs Report - Cathy Miranker – report attached

1. Feedback on the activity of the last meeting. The quilt critique exercise was fun and well received by the membership.

2. Cathy is still looking for people to take over Programs.

A facilitator

A person to line up speakers after the ones she has booked (through October 2019)

A group of 3 people would be ideal

The board gives a big thank you to Cathy for booking so many quality programs and speakers.

5. Standing Committee Reports:

1. Quilt Show - Jane Strem & Becky Simpson – Report attached ( January meeting is the deadline for quilt entry for the show.)

2. Community Outreach - Adrienne Hickman – report attached

3. Friendship Blocks - Pat Knapp – report attached

4. Historian - Jeanie Low – report attached

5. Hospitality - Margaret Piazza – no report

6. Library - Cher de la Mere

donation are piling up in Cher's garage for the book sale in December

7. Membership - Anna Chan – report attached

about a third of the membership has already renewed on line with the new website

8. Newsletter - Ginger Ashworth – report attached

9. NCQC & Secret Pal - Laraine Salmon – no report

10. Website - Cathy Miranker – report attached

next task is the quilt entry form. Cathy has a meeting for that tomorrow.

11. Opportunity Quilt - Cher de la Mere

Cher is still looking for people to volunteer to sell raffle tickets at PIQF

12. Mini Retreat 2019 - Jeanne Matysiak – report attached

13. Sewing Circles - Betty McNeil – no report

14. Sewcials - Mary Whalen – report attached

Alex expressed her sincere gratitude to all the officers that she has worked with during her administration.

6. Unfinished Business – the job descriptions are still outstanding.
7. New Business – discussion took place about who is responsible for thank you letters for monetary donations to the guild. Cathy will send an email to thank the donor and then Gloria and/or Anna will follow up with tax letters.
8. Wee Scotty requested to bring machines to October meeting. We are considering offering a plan for December, but we would not have any affiliates at a meeting where our attention is on the guest speaker.
9. Alex handed over the keys to the church and the library to Maren. The second set of keys for the church (only) were handed off to Barb.

Location and date of next meeting, Ortega Branch Library, 3223 Ortega St., SF, CA, October 23<sup>rd</sup>, 2018

Meeting adjourned at 8:38PM

Respectfully submitted by Cathey Kennedy, Secretary to the Board

**Attachments**

**Treasurer's Report:**

**Banking:** Board action being required by the bank, the board made the motion above, which passed, designating Maren Larson, President and Barbara Strick, Vice President as those who could sign checks for board/guild business.

**Budget 2018-19:** Approved by membership at the September 18th meeting. 2017-18 Fiscal year ends September 30, 2018. Expect year end financial report at the October board meeting.

**QUILT San Francisco 2018:** Molly McLaughlin to be added as check signer September 24<sup>th</sup> for Quilt SF 2019.

**MOFO:** (Morrison & Foerster LLP)

Landlord, Chinese 7th Day Adventist Church, Elder, Philip Tse, has been advised via mail that we have no further word from the State of California re approval of, Claim for Organizational Certificate-Welfare Exemption.

Expecting approval in October.

**Insurance:** State Farm premium \$500. No increase. Payment deduction arranged for October 1st and landlord advised they have been added as ‘other insured’.

**Web site:** Second and final payment \$750 to WireB Graphics made for initial web site redesign. To facilitate building the new web site, the application, Braintree has replaced our PayPal application. Braintree downloads completed transactions/deposits to our checking account on a daily basis or as soon as ‘settled’ thus the multiple deposit entries on the Cash Flow report. Reporting from Braintree is more complex than PayPal, ie more time consuming. PayPal account remains open but unused for now.

**Non financial note:** For the auction, I brought home from the free table five, rather rough but fun, scrap quilt tops.

### **Incoming Vice-President's Report:**

I contacted Linda B to follow up on meeting info for remainder of 2018. She gave all her notes to Maren, so I hope to have them soon (they were handed over at the board meeting). November auction and December craft tables still need a lot of organizing.

A bit confused about moving forward scheduling speakers for 2020. Is that VP job again? Can we discuss at board meeting?

### **Programs Report:**

After the October 2018 meeting, I will no longer be facilitating the speaker portion of our monthly meetings. Perhaps in the next eBlast and newsletter, we could ask for one volunteer per month to share in the job of wrangling? Any or all volunteers are welcome to “shadow” me in October to see what supper, set-up and take-down entail. Everything wranglers need to do, along with dates for each action item, are on this Google sheet: <https://docs.google.com>.

I will not be at any general or board meetings in November and December.

### **Quilt Show Report:**

The committee met Saturday, August 25th (so this report would have been the only one available for the August and September Board meetings).

We reviewed the remaining positions which need leaders and the job descriptions for those positions.

We discussed what each person who was present needed to feel confident in their position and to move forward.

We decided to continue with orange as our color theme.

We discussed the participation pin. Jane and Molly will design it and the pins will be distributed to the quilt entrants when they pick up their quilt at the end of the show.

The entry form was discussed. The form will be developed by Cathy Miranker with input from Catherine Sherman. Entries will be on-line only. It must be set up to down-load information into an excel spreadsheet for labels and judging. Rules should be separate but in the same location.

Advanced ticket sales were discussed. The end date for advanced (discounted) ticket sales is 2/28/19.

Free tickets were discussed. It was decided Judges-8, Featured Artists-4, Co-chairs-2. Additional free tickets would be at the discretion of the Committee.

Members present claimed their intentions for the month.

A timeline was expanded upon with goals for each month.

A reminder of future meeting dates were given.

If anyone wants a copy of the SHOW minutes or current timeline, please let me know and I will forward it to you.

I will be unable to attend Tuesday's Board meeting.

**Community Outreach Report:**

Quilts received at Guild Meeting September 18, 2018

16 Christmas stockings + 3 from Caroline Lieberman's class

4 premie quilts

2 pillowcases

1 baby/lap quilts

3 baby tops

3 Firestorm quilts

**Friendship Blocks:**

3 blocks were taken from the table; 6 completed blocks were returned.

I need more inventory. I have one 1 new block. Yes, I do speak with people when they come to view the table. I could do another mass mailing, but, to be honest, with holidays, and the Quilt Show, approaching, I don't believe anyone has the time to put a new set together. While, I do get interest from people, I don't get new blocks for the table,  
I will not be able to attend this month's board meeting. Have a great meeting!

### **Historian's Report:**

We are set to celebrate our guild's 37th anniversary, inauguration for new officers and thanking officers who are finishing their service with cake. Thanks to Margaret Piazza who will order cake and as usual set a beautiful Hospitality table. I think we have about 125 who attend the October meeting. I will arrange for 2 -3 more volunteers to help cut and plate the cake.

Who should make that announcement?

Sorry, I'll be out of town for the board meeting. Wishing you all a good time and thanks for all your hard work.

### **Membership Report:**

Membership renewal began after our new website launch with 44 renewals and 3 new memberships. At September 18th meeting, we added 13 renewals and 1 new affiliate from a member.

Total memberships (since September 18th meeting) - 57 renewals, 3 new memberships and 1 new affiliate. I can hand out membership card to those who renew/join at the meeting site. (If I am not present, they can pick up their card at the next meeting.)

Report on Guests/New Members on Guild Night

3 guests paid fee of \$5

3 guests came as member's guest (no fee)

2 new members attended (Marianne Custus and Sara Guyol)

Will submit article in the newsletter to encourage all members to renew early. We will continue to offer help with online registration at the October and November meeting with volunteers and wi-fi service. Our thanks to Cathy Miranker and Alex Byrne for their many hours to provide the option of online help for member to renew or join during these 3 months.

Ginger Ashworth graciously will continue to help membership as our liaison person to our affiliates. She did a fantastic job in bringing our affiliates count up to 18 last year.

Our thanks to our membership table volunteers for September - Molly McLaughlin, Dottie McHugh and Carol Aiken. And to our Blast master- Alex.

### **Newsletter Report:**

Wish Lists - I was searching my computer for a file, and found an Excel spread sheet titled "SFQG Wish List 6/5/12". Looking at this "wish list" from way back when, I couldn't help but note many of the wishes have come true. I wonder how often guild members put their heads together to create wish lists, but in my opinion, I think it should be done at least once a year, compare the lists, note which wishes have become fulfilled, and which wishes are still outstanding and how to go about realizing them.

My immediate interest are the wishes regarding the newsletter:

Need to better use our newsletter. Currently little 'content'? Guild has writers, poets, travelers, sewing groups.

How to solicit them to contribute?

Newsletter article about quilt-related stores (non-affiliate) Could be paid advertising or incentive to become an affiliate but more likely just an interesting quilt/sewing related place to visit/shop

This day in history, old articles from previous newsletters. . .

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I am still trying to implement the ideas from last year's Member Survey, but I can also try to fulfill wishes! How fun is that?!! If anyone has any copies of other SFQG Wish Lists, would you please email them to me ([gingerashworth@gmail.com](mailto:gingerashworth@gmail.com)) so I can make some sort of compilation for the newsletter? Others may be as excited about this project as I am.

Regarding the September 2018 *Quilters Cables*, I expect some of you noticed that it was long. Sixteen pages this time. I tried, but, I couldn't get it down past fifteen pages. And upon proofreading, I noted that we were missing an article about the September elections. I quit trying to reduce it down to a twelve-pager, and added one more page (to make it a multiple of four) to include the Board of Directors nominations and upcoming election. My apologies for exceeding this month's budget, especially since it is the first newsletter of our fiscal year, but I since I had the list of new Library books, as well as a full-page spreadsheet about the 2018–2019 SFQG Budget, plus the other articles, I couldn't get it more compact. My intension is to keep the newsletter to 8 or 12 pages in the future.

#### **Website Report:**

About one-third of SFQG members renewed their membership in the two weeks since the new web site went live. Also in the next eBlast and newsletter, can we urge members to renew as soon possible? That way, they'll be eligible to enter quilts in the upcoming show, and the Membership Directory can get into print sooner.

Coming this week, the Donate form will go live, accessible from the home page via the menu and the "Donate" icon. Also, bug fixes and work on the quilt-entry form.

#### **Mini Retreat 2019 Report:**

I asked Dorte to announce our May Mini Retreat at the meeting. I did not catch a typo before printing registration form, 2 nights, start May 17 and ending May 19<sup>th</sup> not 20<sup>th</sup>. I will be taking registration and deposits at our October meeting and by mail. Reservation at Walker Creek is for 50 participants all sewing in the Discovery Center's four rooms. Fees are based on Walker Creek's 2019 fees per person with no expense to the guild. A relaxing getaway after our fabulous quilt show where we are sure to be inspired to start new projects.

#### **Saturday Sewcials Report:**

The police academy has not yet set up its training schedule for 2019, so I've been reluctant to confirm teachers. I understand now I should confirm everyone ASAP and keep my fingers crossed that the venue will be available. Our first two Sewcials in July and August have been very successful with fantastic teachers and excited participants. Stacey Sharman is scheduled for November 17, 2018 and I expect the roster will be filled after she speaks at our October meeting. We have teachers scheduled for the first half of 2019 and more teachers interested for the future. My job now is to confirm everyone, get contracts signed, update contract, and schedule for the rest of 2019. Hopefully, the job will be smoother as I understand it better. Barb, I can update the job description as I learn more.

Welcome to the new board!



